

# J O B   O P P O R T U N I T Y

California Department of Veterans Affairs  
Veterans First

*Veterans Home of California, Yountville*

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

**CLASSIFICATION:**      **Assistant Director of Dietetics**  
**Full-Time, Permanent**  
**\$4311.00 - \$5240.00**

**LOCATION:**                **Dietary and Food Service**

**FINAL FILE:**            **Continuous**

**DUTIES & RESPONSIBILITIES:**

Under direction of the Director of Dietetics, the ADD-Production is responsible for implementation of goals, policies and functions of a large production section. Writes menus, orders food, organizes and oversees computerized production system.

Supervision exercised upon: Supervising Cook II, Material Stores Supervisor, Stock Clerks and Food Service Technician I's. The predominant duties for this position include, but are not limited to:

- Establishes and maintains good working relationships with peers, personnel from other areas, and in all public contacts.
- Understands and practices good customer relations skills and sets example for employees.
- Acts as a liaison between Production area and other areas of the Department and Facility.
- Helps staff develop and implement production area annual objectives.
- Keeps production area informed about facility goals and activities.
- Learns and follows rules, regulations, and policies, as established in Administrative Directives, Department Policies, Federal Guidelines, and State Licensing. Ensures that employees meet required annual in-service training hours.
- Effectively translates and reinforces the facility vision, "Putting Veterans First" to area team members.
- Establishes purchasing standards for quality and quantity in accordance with USDA specifications, lists and Office of Procurement.
- Ensures that food items are ordered and delivered to meet the needs of the menu, in compliance with established purchasing standards for quality and quantity.
- Responsible for monitoring, receiving, storage and issuing of food items to ensure quality, sanitation, security, and safety of food at all times.
- Investigates and tests new food products for use and acceptability to meet Department standards.
- Monitors and reports on vendor performance.
- Knows current financial status of food budget.
- Monitors daily food costs, inventories, records, and reports. Responsible for ensuring that records are maintained in a timely fashion.
- Conducts quarterly Menu Advisory Committee Meetings and actively involves staff and clients.
- Reviews menus quarterly for seasonal and holiday changes, to incorporate USDA commodities and changes necessitated by current labor and equipment resources.
- Communicate all menu changes to affected areas. Documents all last minute and emergency menu changes.
- Develops new recipe formulas and searches for new products.
- Maintains computer menus.
- Trains staff in principles of system.
- Works with ADD-Presentation and other team members to identify potentially hazardous foods, critical control points, critical limits, corrective actions monitoring and recording procedures.
- Performs verification and revision of plan.
- Contributes ideas and lesson plans for Department Training Schedule.
- Evaluates employee needs for training to meet the requirements of their position description and to perform effectively and efficiently.
- Schedules employees for new employee orientation, workshops, educational and developmental classes.
- Develops on-the-job training program for production area employees.
- Keeps employees informed of promotional opportunities and assists them to develop required skills.
- Motivates and encourages cross-training of employees.
- Gives direction and assistance to employees in the performance of their daily duties.
- Interviews, hires, or recommends hiring of employees.
- Coordinates labor resources with other areas of the department to cover staff shortages due to illness, vacations and emergencies.
- Monitors sick leave and counsels employees on attendance.
- Writes and revises position descriptions for staff.
- Evaluates employee performance. Writes and reviews performance appraisals and discusses them with employees. Approves or denies salary increases.
- Motivates, rewards, and develop employee skills. Counsels and informs employees in work performance.

- Participates in the development and implementation of the department objectives.
- Participates in the development and implementation of the Food Service Budget. Recommends needs for food, equipment, facilities and staff.
- Reviews and keeps department policies and procedures relating to production areas current.
- Recommends innovative changes for more effective, efficient food service.
- Completes any special projects or assignments as delegated by the Director.
- Attends supervisor's meetings, unit meetings and facility meetings.
- Attends professional workshops and meetings.
- Has current knowledge of food service production systems, nutrition, and personal management.
- As part of personal development, chooses to attend and participate in educational programs offered.
- Accepts appointments to serve on committees as requested.
- Principles of nutrition and dietetic practice.
- Sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas.
- Laws, rules, regulations and accreditation standards regarding food preparation and service.
- Cost control records for foods.
- Personnel management practices and techniques.
- The Department's affirmative action program and the processes available to meet affirmative action objectives.
- Apply the principles and practices of nutrition and dietetics.
- Plan, organize and direct the work of others.
- Requisition supplies and equipment.
- Plan and conduct in-service training programs.
- Analyze situations accurately and adopt an effective course of action.
- Keep records and prepare reports.
- Effectively contribute to the Department's affirmative action objectives.

**SPECIAL PERSONAL CHARACTERISTICS:**

Sympathetic understanding of and willingness to work with the resident population of a State facility; personal cleanliness, good sense of smell and taste; and freedom from communicable disease.

**EDUCATION:**

Equivalent to graduation from college with a major in dietetics or institutional management from a coordinated undergraduate program approved by the American Dietetic Association.

**WHO MAY APPLY:**

Applications will be accepted from individuals with permanent State Service in the class of Assistant Director of Dietetics, or working in a class eligible for lateral transfer, reinstatement, or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

**HOW TO APPLY:**

Candidates should submit a State Application (Std. 678) and resume to:

VETERANS HOME OF CALIFORNIA-YOUNTVILLE  
HUMAN RESOURCES-TESTING UNIT  
110 CALIFORNIA DRIVE  
YOUNTVILLE, CA 94599-1414

INQUIRIES:  
VOICE (707) 944-4550  
TDD (707) 944-4560  
[www.cdva.ca.gov](http://www.cdva.ca.gov)

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